



## KARMAYOGI BHARAT

[A Government Company registered u/s. 8 of the Companies Act, 2013 under administrative control of Department of Personnel & Training, Govt of India] {CIN - U80301DL2022NPL393046}

Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4,  
Gole Market, New Delhi- 110001

### ADVERTISEMENT FOR THE POST OF SENIOR GENERAL MANAGER PROCUREMENT ON REGULAR BASIS IN KARMAYOGI BHARAT, NEW DELHI

Karmayogi Bharat is a Special Purpose Vehicle (SPV) set-up under Section 8 of the Companies Act, 2013 by Department of Personnel and Training as a 100% Government owned Company under National Programme for Civil Services Capacity Building (NPCSCB) — Mission Karmayogi. iGOT Karmayogi is a platform for anytime, anywhere, any-device learning of civil service officials to enhance their overall competency. Karmayogi Bharat (SPV) has been incorporated under Section 8 of the Companies Act, 2013 as a 100% Government owned not for profit Company. The organization is responsible for operating the iGOT Karmayogi platform and any other digital assets pertaining to the Programme. Further details can be found at <https://karmayogibharat.gov.in/>.

Envisioned as one of the largest capacity building initiatives in Government organizations anywhere in the world, Mission Karmayogi will initially cover about 33 lakh government officials at the Centre and will eventually aim to transform approximately 2 crore government officials across the Centre, the States and the local bodies.

- It will enable officials to pursue anytime-anyplace-any-device learning at their own convenience, using self-directed or guided learning paths, enabling continuous learning for all.
- It will provide officials with access to instant guidance at the point of need, through job specific learning resources and collaboration with officials who “have done it before”.
- It will empower an official with tools to take charge of one’s own professional journey, making officials accountable for their own career trajectory.

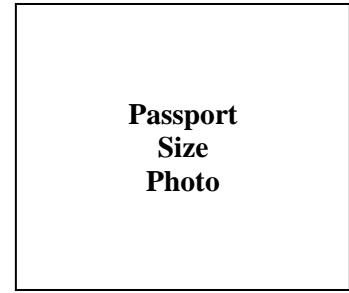
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	Senior General Manager - Procurement	One (1)	E7

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. For further details, please visit Karmayogi Bharat’s website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications in given format to our email [careers.karmayogi@gov.in](mailto:careers.karmayogi@gov.in), including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24<sup>th</sup> January 2024. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process. The job description of the post is attached herewith.

**Application Form**

To  
**The Chief Executive Officer (CEO)**  
**Karmayogi Bharat**  
**2<sup>nd</sup> Floor, NDCC-II Building**  
**Jai Singh Road, Opposite Jantar Mantar**  
**New Delhi – 110 001**



Subject – Regarding appointment of \_\_\_\_\_ Post

**Reference** – Dated \_\_\_\_\_ advertisement in this website of \_\_\_\_\_

Respected Sir/Ma'am,

As per the contextual advertisement, I declare that I hold the necessary academic qualifications for the Post of \_\_\_\_\_ and I submit the details as follows:

1. Full Name: \_\_\_\_\_
2. Full Address (pin code): \_\_\_\_\_  
\_\_\_\_\_
3. Mobile No. \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ (DD/MM/YY)
5. Gender: Male / Female
6. Category (SC/ST/General/OBC/any other): \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_

8. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

9. Employment History in chronological order  
(Attach separate sheet in following format, if necessary)

Name and Address of employer/Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				

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10. Professional Trainings/Certifications

Organization	Details Training/Certification	of		Period	
				From	To

**Declaration:** I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

<b>DESIGNATION</b>	Senior General Manager – Procurement		
<b>JOB LOCATION</b>	NEW DELHI	<b>LEVEL</b>	E7
<b>DIVISION / DEPARTMENT</b>	iGOT Karmayogi SPV	<b>REPORT TO</b>	COO
<b>JOB SPECIFICATION</b>			
<b>JOB PURPOSE</b>	Facilitate and maintain vendor relationships, negotiate contracts to ensure mutual benefit, create vendor standards and identify the best vendor satisfying quality, quantity and price requirements laid down by the Organization while ensuring quality control and assurance.		
<b>ROLE AND RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Assessing products, inquiring about services, and negotiating prices to ensure the identification of the most beneficial vendors for the Organization in terms of pricing and quality of offerings</li> <li>• Communicating and facilitating the resolution of product or service-related concerns to the vendors</li> <li>• Providing technical, regulatory, and legal support to the vendors for showcasing their products and services</li> <li>• Ensuring Organization-wide due diligence, risk assessment, quality control and quality assurance while onboarding and using the services of vendors</li> <li>• Establishing standards to assess the performance of different vendors</li> <li>• Developing and sustaining long standing mutual relationships with the vendors</li> <li>• Establishing and continually evaluating the Organization's vendor management programs to include vendor engagement, metrics of vendor performance, evaluation, and reporting</li> <li>• Review invoicing related to vendor and resolve any query</li> <li>• Support to explore organization expansion through adoption of new tech/ competencies</li> </ul>		
<b>JOB QUALIFICATION &amp; REQUIREMENTS</b>			
<b>EXPERIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Minimum 12 years of experience with at least 3 years in a head- vendor management or equivalent position Should have experience of leading an organization in the capacity of Vendor management</li> <li>• Experience in Government sector/ advising in Government projects will have an added advantage</li> <li>• Experience in Vendor Management especially in Technology/ e-learning industry will have an added advantage</li> <li>• Knowledge of corporate governance, administration, and vendor/supplier relationships best practices</li> </ul>		

**EDUCATION  
REQUIREMENTS**

- The candidate must have a bachelor's degree
- A Master's degree in Supply Chain Management/ Marketing/ Management/ Analytics is preferred Good academic record from a recognized university/institution
- Relevant certifications/fellowships/diplomas shall have added advantage

**REQUIRED SKILLS/  
COMPETENCIES**

High impact communication | Planning and Organizing | Building Partnerships | Customer Focus and Orientation | Quality & Risk Management | Negotiation Skills

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